

Town of



AMHERST *Massachusetts*

COMMUNITY PRESERVATION ACT COMMITTEE

Date: September 22, 2016

From: Paris Boice, Chair, Community Preservation Act Committee (CPAC)

To: Distribution list

Subject: Call for Proposals Qualifying for CPA Funding

This is to request proposals for FY 2018 appropriate to the provisions of the Community Preservation Act (CPA). Deadline for submissions is December 9, 2016

The Community Preservation Act (CPA), adopted by Amherst voters in April 2001, established a local fund based on a 1% tax surcharge (later amended to 1.5% and then to the full 3%) on property valuations above \$100,000 *"for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created."* The law also established a State Trust Fund, from which annual allocations are made to towns that have accepted the Act, partially or fully matching local appropriations. Local allocations are currently being matched by the state at between 18 – 26% for the initial round of funding, resulting in a projected total amount for distribution of approximately \$1,093,143 for this year. Please remember that it is possible for Town Meeting to authorize long-term borrowing and then use future CPA funds to pay off the debt, so feel free to submit proposals even if the amount of money may seem to be larger than the amount available.

The Community Preservation Act Committee (CPAC) is charged with assessing the needs of the Town in those areas identified by the Act, and recommending relevant expenditures to Town Meeting. By state law, CPA funds are to be spent only on community housing, historic preservation, open space, and recreation. A minimum of 10% of the available funds (from the surcharge and the state match) must be set aside each year (although not necessarily spent) for each of three categories of community housing, historical preservation, and open space. Recreation is the fourth recipient, or beneficiary, but is not mandated to receive the minimum 10%.

The Committee intends to develop recommendations for funding to be considered at the Annual Town Meeting next spring.

At this time, we invite you to submit projects appropriate to the provisions of the Act that you would like CPAC to consider. Please submit to us, by Friday, December 9, 2016, in order of priority, your top projects. Please fill out the attached form with your submission. Generally speaking, the CPAC refers projects to the relevant boards, commissions and committees for their input on proposals. Typically, we refer open space proposals to the Conservation Commission, recreation proposals to LSSE, historic preservation proposals to the Historical Commission, and community

housing proposals to the Housing and Sheltering Committee and the Amherst Housing Authority. Please indicate the category of interest (Community Housing, Historic Preservation, Open Space, and/or Recreation), a project title and description, costs, partnerships, any seasonal or timing restrictions, and the amount of CPA support requested. **Please send your proposals to Comptroller Sonia Aldrich at aldrichs@amherstma.gov**

The Committee will consult with each of the boards, commissions and committees to schedule presentations of projects at one of our meetings scheduled for January or February.

The Committee expects recipients of funds for Projects to report back in writing annually about the progress of the project. Projects must be completed in a timely manner and unspent funds returned to the CPA Fund.

Proposal Requirements:

1. Feasibility of the Project
2. Documentation for Estimated Costs
3. Funding available, possibility of multiple sources of funding, expectations for additional funding in future years, demonstrates the lack of other funding sources if applicable.
4. Urgency of the Project
5. Estimated timeline from receipt of funding, if awarded, to start and to complete the Project
6. Acquisition and/or preservation of threatened resources
7. Population(s) to be served by the Project
8. How will the CPA investment in your property, facility or project be maintained over time?
9. Priority of your Project set by requesting Town boards, committees or commissions.
10. All proposals submitted by the deadline will be considered.

Submission Process:

1. Complete the attached CPAC Form with your submittal.
2. Attach any relevant documentation.
3. Submit an electronic copy (preferred) of your proposal, clearly marked *CPAC Proposal* via email to: Sonia Aldrich at aldrichs@amherstma.gov. Alternatively, submit 1 hard copy to: Accounting Office, Attn: Sonia Aldrich, Comptroller, Town of Amherst, 4 Boltwood Ave., Amherst MA 01002.
4. **Deadline** for all submissions including documentation is **Friday, December 9, 2016**.
Note: early submissions of proposals are encouraged to give the CPA Committee time for review and to receive information from relevant Town boards and commissions.
5. Public Presentations before CPAC will be scheduled for January and February.
6. The receipt of your proposal will be acknowledged.

Please contact me by email at parisybil@gmail.com should you have any questions.

Website: www.amherstma.gov/cpa

Facebook: <https://www.facebook.com/AmherstCPAC>

Community Preservation Coalition: www.communitypreservation.org

Community Preservation Act Committee- Proposal Request Form for FY 2018

Project Title: _____

CPA funding category: Check all that apply

- ☐ Community Housing
- ☐ Open Space
- ☐ Historic Preservation
- ☐ Recreation

Amount of CPA Funds Requested: \$ _____

Submitting Entity: _____

Contact Person: _____

Phone: _____

Email: _____

Please complete this form in its entirety and include the following in your proposal.

Overview of Proposal: Please describe your project and your feasibility analysis.

Describe how your request meets the CPA criteria:

1. Description of funding needed, including:
 - a. Documentation of cost estimates, budget
 - b. Other sources of funding, e.g., grants, self-funding, fund-raising
 - c. Timeline on how CPA funds would be spent, including over multiple years
2. Urgency of the Project, if any.
3. Estimated timeline from receipt of funds to Project completion.
4. Acquisition or preservation of threatened resources.
5. Population(s) to be served by the Project.
6. How will the CPA investment in your property, facility or project be maintained over time?
7. Which relevant Town committees and/or commissions are you working with?
8. Other information regarding the Project deemed necessary for CPAC

